



## WELLINGTON ENGINEERING SERVICES

### ENGINEERING PERMIT APPLICATION PROCESS & FEE SCHEDULE

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Activities requiring the approval of the Village of Wellington, Engineering Services must be submitted on the attached permit form(s) along with the applicable fees. (See Permit & Review Fee Schedule for permit activity and fees.)

Application is to be completed, signed and submitted with the following to the Village of Wellington, Engineering Services:

- Four (4) surveys and/or engineered plans showing the exact location of the excavation, fill, or overlay activity and its relationship to all easements or right-of-ways. [One copy will be returned to Applicant. One copy is retained by the Village of Wellington, Engineering.]
- Permit fee made payable to the Village of Wellington [See attached Village of Wellington Engineering Fee and Review Schedule.] Additional charges may be assessed pending final review and approval. Applicant will be advised of these additional charges prior to issuance of permit.
- Signed Application Form acknowledging conditions of permit.

The Engineering Services will review the permit application. [Please allow a **minimum** of ten (10) business days for Engineering to conduct its permit review and approval process.] Permits are reviewed on a case-by-case basis & special conditions may be added to the requirements of the permit.

The application and applicable plans will be forwarded to the Village's Engineering Consultant for review and recommendations. Any expenses incurred as a result of this review will be passed through to the Applicant and must be paid prior to issuance of permit.

#### Permit Approval or Denial:

- If permit application is approved, you will be contacted by telephone. Applicant will arrange for pick-up or mailing of permit. One copy of the numbered permit forms and one copy of the approved plans will be returned to Applicant.
- If your permit application is denied, your fees will not be refunded. Additionally, the Village of Wellington, Engineering Services will provide an explanation for permit denial.

This Engineering permit process does not replace other permit processes necessary to obtain a building permit or for receiving approval from other entities (i.e. approval from utility companies for utility easement approval or homeowner's association approval). Please contact other entities to insure their requirements are fulfilled.

This permit does not eliminate the necessity to obtain any required Federal, State, and Local authorizations prior to the start of any activity approved by this permit.

<b>CODE</b>	<b>PERMIT ACTIVITY</b>	<b>FEE</b>
<b>PD</b>	Paving, Grading and Drainage - Plan Review Fee	\$1,000.00
<b>UT</b>	Water & Sewer – Plan Review Fee	\$1,000.00 min. or \$10 per lot (whichever greater)
	<b>Before Plan Approval:</b> Re-Review Fee for Paving, Grading and Drainage Plans or Water & Sewer after the second review	\$200.00
	<b>After Plan Approval:</b> Any plan revisions for Paving, Grading and Drainage or Water & Sewer plans	\$50 per sheet
<b>PD</b>	Paving, Grading and Drainage - Inspection Fee	4% of Project Cost up to the first \$1,000,000 and 2 % thereafter \$1,000,000 \$1,150 min (see example below*)
<b>UT</b>	Water & Sewer, Utilities – Inspection Fee	4% of Project Cost up to the first \$1,000,000 and 2 % thereafter \$1,000,000 \$1,150 min (see example below*)
<b>EXC</b>	Excavation / Fill Permits	\$50.00
<b>OV</b>	Overlay / Fill Permits	\$50.00

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